

Position Vacancy  
**U.S. Court of Appeals, Sixth Circuit**

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**Position:      Satellite Librarian – Grand Rapids, MI**

The U.S. Courts 6<sup>th</sup> Circuit Library System serves all judges and staff in the geographical area of the Sixth Circuit. The library system is headquartered in Cincinnati, and includes 9 additional satellite locations in Kentucky, Michigan, Ohio, and Tennessee. This position is located in the Grand Rapids Satellite Library and directly serves 16 judges.

**Duties and Responsibilities:**

The Grand Rapids Satellite Librarian is responsible for administering the Grand Rapids Library as one of the U.S. Courts Libraries within the Sixth Circuit. Develop satellite program and work cooperatively with other librarians to deliver value-added services to library users. Perform legal and non-legal reference and research services, search Lexis and Westlaw, train users of Lexis, Westlaw and other research sources, research and resolve user's technical problems with Westlaw and Lexis, maintain online catalog, create, edit and maintain serial control records, develop collections in circuit for federal judges chambers and for library, develop and provide digital-based current awareness services and training materials and provide training and/or advice in the use of specialized software. Supervise part-time library technician. Generally assist library users throughout the Sixth Circuit and particularly in Grand Rapids, Kalamazoo, Lansing, Traverse City and Marquette.

**Required Qualifications:**

- M.L.S. degree or equivalent from an ALA-accredited library school.
- Post-MLS library experience.
- Applicant must be a U.S. citizen or eligible to work for the federal government and must submit to a background check.
- Ability to travel as needed.

**Preferred Qualifications and Skills:**

- Law library experience.
- Demonstrated skills in reference and legal research using print and digital resources.
- In-depth research and technical skills on Westlaw and Lexis.
- Working knowledge of current trends in internet search, Web 2.0 and other emerging technologies.
- Experience creating newsletters or other outreach materials in print and digital formats.
- Demonstrated knowledge of collection development
- Experience with online catalogs.
- Skill in the use of Windows-based PCs and basic office application software; ability to perform routine PC maintenance.
- Ability to train or advise users of specialized software (for example, Microsoft Power Point, Lotus Notes, Internet Explorer, Mozilla Firefox)

- Excellent organizational, interpersonal and communication skills; ability to communicate with people at all levels.
- Ability to handle multiple priorities and deadlines while working accurately and with attention to detail and confidentiality.
- Demonstrated supervisory skills.
- Ability to work independently and in team settings.
- Ability to handle occasional moderate to heavy physical activity.

To learn more about working as a librarian for the federal courts, go to:

<http://www.youtube.com/uscourts#p/a/6499CDA21E0FD6D0/9/WyUdn11i2dQ>

### **Salary and Term:**

CPS 28 (\$55,027. - \$73,403.), depending on experience, salary history and qualifications.

This position includes a wide range of federal employee benefits. For more information on federal court employment, see: <http://www.uscourts.gov/careers/>

**Send resume and letter describing in detail why your skill set and unique attributes make you well qualified for position to:**

Kathy Welker, Circuit Librarian  
Sixth Circuit Library  
317 Potter Stewart U.S. Courthouse  
Cincinnati, OH 45202  
Kathy\_Welker@ca6.uscourts.gov

### **Submission Date:**

Letters of application and resumes received by June 15, 2010 will be guaranteed consideration. Position will remain open until filled.

**THE OFFICE OF THE CIRCUIT LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER**